



Public Charter School Grant Program (PCSGP) 2012–13 Dissemination Sub-grant

Request for Applications Technical Assistance Webinar January 30, 2013

**Presented by:
The Charter Schools Division
California Department of Education**

CALIFORNIA DEPARTMENT OF EDUCATION
Tom Torlakson, State Superintendent of Public Instruction



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Purpose of the Webinar

- To provide guidance for charter schools completing the 2012–13 Public Charter Schools Grant Program (PCSGP) Dissemination Sub-grant application
- To review the Request for Applications (RFA) submission requirements



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What to Have in Front of You

Specific pages from the RFA:

- Application Requirements (pages 18–26)
- Scoring Criteria (page 27)
- Forms: Checklist, Forms 1–10 (pages 32-48)



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Summary of the Dissemination Sub-grant

- The PCSGP is authorized by Elementary and Secondary Education Act (ESEA), Title V, Part B, Section 5201 through 5211
- In 2010–11 the CDE was awarded approximately \$290 million
- A portion of the funding (\$5 million) is to be used to disseminate best and promising practices from successful charter schools to charter and non-charter public schools



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Timeline

- Applications due to the California Department of Education (CDE) by March 29, 2013, by 4:30 p.m.
- Dissemination Sub-grant Peer Review will be April 16–17, 2013
- Sub-grant award notification letters will be sent to applicants on approximately May 3, 2013
- Issue Grant Award Notification (GAN) on approximately May 10, 2013



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Dissemination Projects

1. Assisting individuals with the planning and start-up of one or more new public schools
2. Developing partnerships with other public schools
3. Developing curriculum materials, assessments, and other materials that promote increased student achievement - or
4. Conducting evaluations and developing materials that document the successful practices

RFA, Page 9



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Who Can Apply

- Only charter schools are eligible applicants
- Eligible applicants may partner with non charter public schools, school districts, county offices of education, charter management organizations, or associations

RFA, page 7



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Who Can Apply (Cont.)

- ESEA, Title V, Part B, Section 5204(6)(A) lists dissemination subgrant charter school eligibility criteria. Charter schools are eligible to apply for the dissemination subgrant if they meet all of the following criteria:



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Who Can Apply (Cont.)

- Absent a waiver, the school has not previously been awarded a Charter Schools Program dissemination subgrant (20 *U.S.C.* 7221c[f][6][B] and 7221a[d][2]); and
- The school operates according to the federal definition of a charter school (ESEA, Section 5210[1]); and



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Who Can Apply (Cont.)

- The school has been in operation for at least three (3) consecutive years; and



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Who Can Apply (Cont.)

- Charter schools converted from a non-charter public school must be in operation as a charter school for at least three (3) consecutive years to be eligible
- Charter schools continuously open, and with an open effective date on or before January 1, 2010 are eligible to apply



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Who Can Apply (Cont.)

- The school has demonstrated overall success in the following areas:
 - Substantial progress in improving student academic achievement - and
 - High levels of parent satisfaction - and
 - The management and leadership necessary to overcome initial start-up problems and establish a thriving, financially viable charter school



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Award Decisions

- Applications must comply with RFA
- Applications will be reviewed and scored by a peer-review process
- Applications meeting RFA requirements will be funded based on overall score in descending order. If insufficient funds are available, other factors may be considered such as geographic distribution, school size, and grade level distribution



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Charter School Responsibilities

- Administer projects in accordance with approved work plans and budgets
- Report work plan or budget variance of 10% or more
- Report quarterly and annual fiscal progress
- Conduct an evaluation
- Consult stakeholders
- Follow Federal Expenditure Guidelines
- Cooperate with state or federal site visit monitors
- Participate in Webinars



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Reporting and Accountability

Applicants awarded Dissemination sub-grants must satisfy reporting requirements throughout the term of the grant including:

- A. Program accountability
- B. Fiscal reporting requirements
- C. Performance reporting
- D. Annual budget
- E. Monitoring
- F. Program evaluation
- G. Webinars and conference calls



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CDE Responsibilities

- Monitor implementation progress and program compliance
- Validate implementation through interviews and onsite visits
- Ensure that recipients:
 - ✓ Meet eligibility requirements and provide required assurances
 - ✓ Implement the program as timelines prescribed
 - ✓ Submit required fiscal/program forms



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Question Break

- We will take a two minute break so you can type your questions in the box
- Please note that if your question is not responded to during this live webinar, it will appear in a Frequently Asked Questions (FAQ) on our web site shortly



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Guide to Application Submission

- A complete application with original signatures and all required forms
- Pages not to exceed the number allowed
- Original, copies, and electronic version in format detailed in the RFA
- Must be received, not postmarked, by 4:30 p.m., March 29, 2013



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Scoring Rubric

- Eligibility and scoring will be conducted using the rubric found starting on page 49 of the RFA
- Applicants should use the rubric to guide writing the application
 - Eligibility will be scored pass/fail
 - The narrative response part 2 will be scored using a 3 point scale



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Application Checklist

Form 1	Application For Funding
Form 2	Narrative Response, Part 1
Form 3	Narrative Response, Part 2
Forms 5/6	Budget Summary and Narrative
Form 7	Charter School Work Plan/Activities

Note: Forms 4, 8, 9, and 10 are not to be submitted with the application. They are to be retained at the charter school site for administration use and program inspection.



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Application For Funding (Form 1)

- Enter school information
- Enter the project start and end dates
- The “Grant Award Information” box means the entire amount requested
- Contact information for the primary applicant and project contact person
- The application must be signed in blue ink by the Administrator or designee



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Narrative Response–Part 1 (Form 2)

- Consists of 2 sections
 - IDEA
 - Eligibility
- Criteria were covered on slides 9–12
- 4-page limit for narrative response
- Necessitates a thorough response that addresses each element
- Use the RFA eligibility section and rubric for requirements and for use as a guide



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Narrative Response--Part 2 (Form 3)

The form consists of two parts:

- Section 1: Priority Points (Optional)
- Section 2: Narrative Response



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Narrative Response–Part 2 (Form 3) (Cont.)

- Section 1: Priority Points
- Optional
 - **Collaboration with non-charter public schools**—explain how the mentor school will collaborate with non-charter public beneficiary schools



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Narrative Response–Part 2 (Form 3) (Cont.)

- Section 1: Priority Points
- Optional
 - **Use Brokers of Expertise collaboration tools in the execution of project activities—**explain how the project team will use the Brokers of Expertise tools
 - Obtain more information by searching for “groups tips” at <http://www.myboe.org/>



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Narrative Response–Part 2 (Form 3) (Cont.)

- Section 2: Narrative Response
- This part of the application is required
- Applicants must complete all of these sections
- Applicants must follow the instructions in the RFA, and refer to the rubric for guidance



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Narrative Response–Part 2 (Form 3) (Cont.)

- There are seven sections:
 1. Objective Summary Statement
 2. Program Rationale
 3. Beneficiary Schools
 4. Program Activities
 5. Parent Involvement
 6. Sustainability Plan
 7. Program Evaluation



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Narrative Response–Part 2 (Form 3) (Cont.)

1. Objective Summary Statement (OSS)
 - The applicant must describe at a summary level, a statement of the proposed project



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Narrative Response–Part 2 (Form 3) (Cont.)

2. Program Rationale (PR)

- The specific targeted student population to be served
- How the targeted population is not achieving academic standards
- Why the project was selected
- The research or experience demonstrating effectiveness
- The expected project outcome(s)



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Narrative Response–Part 2 (Form 3) (Cont.)

3. Beneficiary Schools (BS)

- The applicant must describe how any beneficiary schools/student populations will be improved
- Names and cities of schools
- The demographic summary of the identified beneficiary schools
- The demographics of participating beneficiary school administrators, teachers, and support staff



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Narrative Response–Part 2 (Form 3) (Cont.)

4. Program Activities (PA)

- Project scope, schedule, and goals;
- Planned activities;
- Performance measures;
- People involved;
- Project resources



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Narrative Response–Part 2 (Form 3) (Cont.)

5. Parent Involvement (PI)

- How parents at both the partner school (mentor), and at any beneficiary schools (if applicable), will be informed of the project and activities, as well as any opportunities for potential parental involvement.



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Narrative Response–Part 2 (Form 3) (Cont.)

6. Sustainability Plan (SP)

- The applicant must describe how the changes to the beneficiary schools will be sustained over time, including:
 - The program and any resources over time
 - As applicable, any support networks
 - Methods of continued collaboration



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Narrative Response–Part 2 (Form 3) (Cont.)

7. Program Evaluation (PE)

– The applicant must describe how the project will be monitored and evaluated for effectiveness:

- Program elements monitored
- Data and information for monitoring
- Resources involved
- Evaluation method
- Reporting method
- Evaluation audience



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Question Break

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Proposed Budget

The application must include the following two required forms:

- Proposed Budget Summary (Form 5)
- Proposed Budget Narrative (Form 6)



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Proposed Budget (Cont.)

- Funding levels reflect the projected cost of implementing the proposed project and activities
- The Budget must address all years of the grant



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Proposed Budget (Cont.)

- There are no maximum or minimum funding amounts
- The target funding amount is \$250,000 per sub-grant, but the project defines the budget



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Proposed Budget Summary (Form 5)

- Amounts on the budget summary form must add up to the amounts on the budget narrative forms
 - Select previous sub-grant applicants did not check this step and created additional work for CDE staff and applicant staff to make corrections
 - Double check your work before submitting budgets



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Proposed Budget Narrative (Form 6)

- The Charter School Budget Narrative provides more detail than the Budget Summary Form
- The project budget narrative should describe costs associated with each activity on the Work Plan/Activities Form
- The Narrative must be grouped by object code and include totals by object codes, by year, and for the full term of the grant



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Charter School Work Plan/Activities (Form 7)

- Actions and Activities must align to and support full implementation of each of the last four elements in narrative response (Form 2)
 - Elements 1–3 have no associated work plan activities
 - Elements 4–7 have work plan activities



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Charter School Work Plan/Activities (Form 7) (Cont.)

- Each activity must include:
 - Timeline, specific start and end dates
 - Individual position or person responsible for activity monitoring
 - Evidence to verify implementation



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Charter School Work Plan/Activities (Form 7) (Cont.)

- Prior grant cycle applications that sequentially align work plan activities with narrative and budget items are:
 - Easier to read
 - Easier to score
 - Stronger



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General and Specific Assurances and Conditions (Forms 9 & 10)

- Signature on the Application Cover Sheet indicates acknowledgement and agreement to all assurances
- Sub-grant awardees must keep the entire application, and the assurance and conditions forms on file at the charter school



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Final Question Break

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Technical Assistance Resources

Dissemination resources are located at:

California Department of Education

<http://www.cde.ca.gov/fg/fo/r1/pcsgpdg12rfa.asp>

Brokers of Expertise

<http://www.myboe.org/>

U.S. Department of Education

<http://www.2ed.gov/policy/elsec/leg/esea02/pg62.html>

U.S. Department of Education Guidance Handbook

<http://www.2ed.gov/programs/charter/nonregulatory-guidance.doc>



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Additional Information

Contact the Charter Schools Division
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